

Below the data records is a navigation bar, which shows which record is selected and the total number of records. This provides the following buttons, from left to right:

- **First record**
- **Previous record**
- **Next record**
- **Last record**
- **Add new record**

A horizontal scroll bar appears when the available columns do not all fit in the visible area. A vertical scroll bar appears when the available data records do not all fit in the visible area.

At the bottom center of the Data Source window is an additional control to hide and show the entire window. This control is highlighted with a red box in Figure 399.

## Editing data sources

Only registered Data Sources can be edited in the Data Source window.

In editable data sources, records can be edited, added, or deleted. If you cannot save your edits, you need to open the database in Base and edit it there; see “*Launching Base to work on data sources*” below. You can also hide columns and make other changes to the display.

## Launching Base to work on data sources

You can launch LibreOffice Base at any time from the Data Source Explorer. Right-click on a database, *Tables*, a table name, *Queries*, or a query name, and then select **Edit Database File** in the context menu. Once in Base, you can edit, add, and delete tables, queries, forms, and reports.

For more about using Base, see Chapter 8, Getting Started with Base, in the *Getting Started Guide*, or the *Base Guide*.

## Using data sources in Calc spreadsheets

Data from a table displayed on the right side of the Data Source window can be placed into a Calc document in a variety of ways.

You can select a single cell, a single row, or multiple rows in the Data Source window and drag and drop the data into the spreadsheet. The data is inserted at the place where you release the mouse button. If you selected one or more rows, Calc will also include the column headings above the data you insert. To select the rows of data you want to add to the spreadsheet:

- 1) Click the gray box to the left of the first row you want to select. That row is highlighted.
- 2) To select multiple adjacent rows, hold down the *Shift* key while clicking the gray box of the last row you need.
- 3) To select multiple separate rows, hold down the *Control* key while selecting each row. The selected rows are highlighted.
- 4) To select all the rows, click the gray box in the upper left corner. All rows are highlighted.

An alternative method uses the **Data to Text** icon in the Table Data toolbar and will include the column headings above the data you insert:

- 1) Click the cell of the spreadsheet which you want to be the top left of your data, including the column names.
- 2) Select the rows of data you want to add to the spreadsheet, as described in the previous paragraph.